



Superior Court of California County of San Bernardino



Court Executive Officer

THE COURT

The Superior Court of California, County of San Bernardino holds jurisdiction over the largest county in the United States, geographically covering over 20,000 miles and serving more than two (2) million people. The County has three distinct geographical areas: desert, valley and mountains. Each geographical area is home to one or more Court Districts.

The Court has 71 judges and 13 subordinate judicial officers who hear court proceedings in 17 locations: Barstow, Big Bear, Chino, Colton, Fontana, Joshua Tree, Needles, two sites in Rancho Cucamonga, six sites in San Bernardino, and Victorville. Approximately 1,000 employees service the needs of the Court by providing operational, administrative and clerical support.

In addition, there are operational sites in San Bernardino: the Appeals and Appellate Division, Court Executive Office and Administrative Services, Court Records Center, and the Court Fiscal Division.

MISSION

Our Court exists to preserve and protect rights and to effect fair resolutions of all disputes brought to the Court.

THE COMMUNITY

San Bernardino County is the largest county in the contiguous United States. Frequently referred to as the “Inland Empire”, San Bernardino County is located in beautiful Southern California and is one of the fastest growing areas in the country.

Mountain and desert resorts, oak trees, pine trees, and palm trees – all in your backyard. A county which retains its rural feel, yet is minutes from the greater Los Angeles metropolitan area, offers choices for every lifestyle.

The County provides superb outdoor recreational settings for skiing, hiking, biking, camping, golfing and boating; including Lake Arrowhead, Big Bear, and Joshua Tree National Monument. In addition, the County is home to three baseball teams and the California Speedway for sports enthusiasts.

Numerous colleges and universities, including Loma Linda University, California State University at San Bernardino, and the University of Redlands, provide residents with outstanding opportunities for education. Shopping centers, museums and cultural activities are plentiful. The County hosts the annual Route 66 Rendezvous. In addition, most of Southern California’s major attractions are within close proximity. All this and affordable housing!

COURT EXECUTIVE OFFICER

Reporting to, and selected by, the Presiding Judge and Judges of the Superior Court, the Court Executive Officer plans, directs, and coordinates the non-judicial and administrative activities of the Court while also functioning as the Clerk, Executive Officer and Jury Commissioner of the Superior Court. The Executive Officer is responsible for four direct reports: Assistant Court Executive Officer, Deputy Court Executive Officer/Chief Counsel, Deputy Court Executive Officer/Technology and Facilities and the Chief Assistant Court Executive Officer, approximately 1,000 employees and an operating budget of \$160 million. The current Court Executive Officer has served for 16 years and is leaving the position for retirement.

The Court Executive Officer’s duties include:

- Formulates and implements policies and procedures governing court staff and operations; directs the development, implementation and administration of the Court.
- Selects, directs, and evaluates members of the executive management team.
- Develops, recommends and administers a court-approved personnel plan that ensures the treatment of employees complies with the current laws. Provides direction on employee and labor relations including the negotiation and grievance process.

- Appoints court employees as provided by law or court policy.
- Implements, oversees and updates an efficient calendar and caseload management system. Directs the filing, receipt and processing of all documents, pleadings, records, minutes, orders and exhibits relating to the Court's civil, criminal, mental health, juvenile court, family law, probate, adoption, conservator/guardian, appellate and related court calendars.
- Assists the Presiding Judge in successfully performing his/her responsibilities. Consults with and advises judges and other government representatives on a wide variety of court and administrative functions.
- Directs the Courts payroll, budgets, establishing budgetary controls over revenues and expenditures.
- Directs the development, implementation, and maintenance of the Court's management information systems and other technology systems.
- Creates and manages uniform recordkeeping systems, collecting data on pending and completed judicial business and the internal operation of the Court.
- Interprets, explains and applies a variety of codes, statutes, policies, rules, procedures and work standards.
- Negotiates contracts to ensure compliance with statutes.
- Manages the jury system and carries out its provisions within State statutes.
- Provides for the Court's physical space needs in coordination with the Judicial Council of California, Administrative Office of the Courts.
- Represents the Court in answering questions, responding to inquiries, providing assistance and dealing with concerns from the public, community organizations, Court staff, the State Administrative Office of the Courts, and other agencies.
- Directs court studies, projects and continually reviews operations and identifies problems, recommending procedural and administrative changes to the Court.
- Provides administrative support to the Grand Jury in budgeting, supervision, staff support, facility management, and procurement and office operations.
- Acts as liaison to other governmental agencies.
- Provides staff to judicial committees as appropriate.
- Serves as a custodian of the records (including exhibits and financial transactions), and processes cases appealed to the District Court of Appeals and Supreme Court.
- Performs other duties assigned by the Presiding Judge.

THE IDEAL CANDIDATE

The ideal candidate will possess a working knowledge of the California Superior Court, a strong background in finance, staff management and a track record of providing sound, thorough recommendations on a myriad of complex issues. An unflappable and forthright demeanor coupled with the ability to effectively communicate and gain the respect of a large and diverse organization will serve the candidate well. A history of innovation and resourcefulness will be weighted favorably. A Bachelor's degree and 5-10 years of executive level administrative management in a large organization are required.

In addition to the aforementioned experience and requirements, the Court's leadership has identified the following qualities as important criteria to be utilized in the selection process:

Professional and Personal Characteristics

- An individual whose reputation is part of the solution
- The ability to quickly establish relationships and 'connect' with staff and court officials housed in several locations throughout the County
- An effective team builder

- A track record of sound fiscal management and the ability to accomplish strategic initiatives in spite of fiscal restraints
- The ability to quickly establish credibility and trust
- Working knowledge of labor negotiations
- Always conveys a sense of professionalism even in difficult and/or heated environments
- Effective delegator who appreciates and utilizes expertise of staff
- Understands the importance of establishing relationships on a statewide and county level – ability to travel while still maintaining day to day operations
- Good listener; open and approachable demeanor
- Unpretentious
- Politically astute

COMPENSATION

Compensation will be competitive and negotiable depending on qualifications.

BENEFITS

Retirement – The Court contributes 7% of the employee's contribution to the San Bernardino County Employee Retirement Association with the employee picking up any additional cost based upon employee's age at entry.

Medical/Dental – The Court makes bi-weekly contributions of \$165 towards the cost of premiums for health and dental insurance for all employees. The Court offers a choice of three (3) health plans: Health Net PPO, Kaiser Permanente and Health Net (HMO). In addition, the Court offers a choice of two (2) dental plans: DeltaCare USA and Delta Dental PPO.

Vision – The Court provides vision insurance.

Holidays – The Court observes 13 holidays per year. Employees are also eligible for 2 floating holidays per year.

Vacation Leave – Initially earned at 80 hours per year after 1600 service hours. Accruals increase to 120 hours and 160 hours after 8,320 and 18,720 hours of service respectively.

Sick Leave – Employees earn 3.39 hours per pay period.

Other possible benefits include life insurance, short term disability insurance, deferred compensation, flexible spending accounts, tuition reimbursement and fitness club membership.

APPLICATION AND SELECTION PROCESS

Resume should reflect size (staff/budget) and scope of recent responsibilities, as well as years and months (beginning/ending dates) of positions held. To be considered for this outstanding career opportunity, please submit your resume, cover letter, current salary and six work-related references by **Friday, February 18, 2011** to:



Pam Derby
CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815
Phone: (916) 263-1401
Fax: (916) 561-7205
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS Executive Search will report the results to the Court. The Court will then select candidates to be invited to participate in finalist interviews in San Bernardino. An offer of appointment is expected following comprehensive reference and background checks.